

Express Permit - Residential

Does my proposal qualify as an Express Permit?

We recommend a 15 minute preview of your project in our office prior to setting up your EXPRESS appointment. Or, you may contact a building plans examiner by phone to discuss the scope of work. If the project exceeds the scope outlined you may be requested to submit a conventional application. The following guidelines identify the types of projects that can be accepted for an EXPRESS plan review.

Residential additions, remodels, garage/carports or decks provided they are less than 500 square feet.

<u>Acceptable for Express permitting</u>	<u>Not acceptable for Express permitting</u>
<ul style="list-style-type: none"> • One story • Demolition • Trussed roof (if applicable) • Prescriptive structural • Prescriptive energy (if applicable) • Not located near a Critical Area • Residential Demolition Permit 	<ul style="list-style-type: none"> • SEPA required • Change of Use • Change of Occupancy • Relocation of the structure on the property • Projects where work was started without permit

Do I need an appointment?

Time slots are available in our office on Tuesday mornings from 8:00 a.m. to noon and Thursday afternoons from 1:00 to 4:00 p.m.. The length of the appointment may vary from 1 to 1-1/2 hours. Please contact us at (206) 801-2544 to make an appointment. We recommend an appointment for Demolition permits as well. Please call (206) 801-2500 to make the necessary arrangements.

What information should I bring to the EXPRESS Permit meeting?

Please refer to the appropriate Checklist. If there are any missing or outdated items the project may not be accepted for processing.

Who, from the City, will be at the meeting?

Usually, a building plans examiner and a zoning plans examiner will attend.

Will the plans examiner help size structural members or otherwise help with my design?

Please review the submittal requirements prior to the meeting. The plans examiner will review the submitted plans for compliance with the applicable codes. We cannot structurally design buildings.

What happens if I can't make my appointment?

Please let us know 24 hours in advance so we may let another applicant have your appointment. We can reschedule your appointment at that time.

Business Hours: M – F 8:00 a.m. to 5 p.m. ♦ Permit Processing Hours: M – F 8 a.m. to 4:00 p.m.

Note: This handout is for informational use only and is not to be substituted for the Shoreline Development Code. 2/2014

When do I get a permit?

If the plans are complete you may receive your permit the same day. Additional review time may be necessary. If the project is not approved, you may make another appointment or use the traditional submittal process once you have made the necessary revisions.